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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations

DATE: 13 July 1953

FROM : Chief, Contact Division

SUBJECT: Personnel Office

1. The services provided this Division by the Personnel Office are generally satisfactory, with the exception of the three following items:

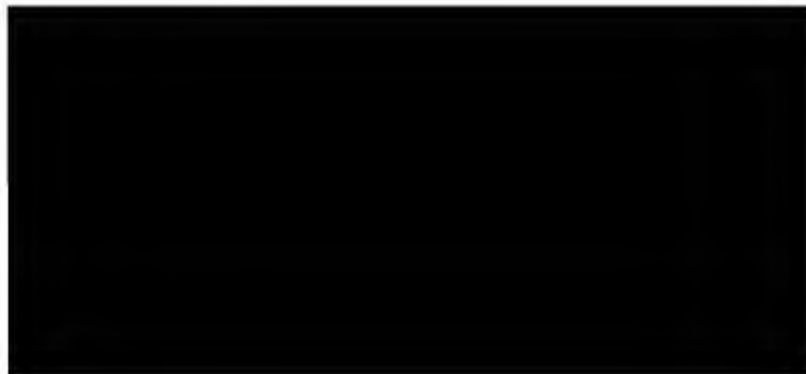
a. Personal History Statements are not received in the Security Office for a minimum of approximately two weeks and in certain cases up to six weeks after their receipt by the Personnel Office.

b. The time lag between the date of employee clearance and the time the interested office and the applicant are notified is also too great.

c. The lack of coordination between the overt and covert Personnel Offices in handling the transfer of employees between the two components has an adverse affect on the employee and invariably causes difficulty for the Payroll Section, Fiscal Division.

2. The following personnel of Contact Division spend a portion of their time handling personnel matters:

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